

**State of New Jersey
Department of Law & Public Safety
Division of Consumer Affairs
Office of Consumer Protection
Regulated Business Section
124 Halsey Street, 7th Floor, P.O. Box 45028
Newark, NJ 07102
(973) 273 8071**

Web site: <http://www.state.nj.us/lps/ca/donotcall.htm>

INSTRUCTIONS FOR REGISTERING AS A TELEMARKETER

PLEASE NOTE THE FOLLOWING:

YOU ARE REQUIRED TO REPORT TO THE REGULATED BUSINESS SECTION, WITHIN 30 DAYS , ANY CHANGES, ADDITIONS OR DELETIONS TO THE INFORMATION PROVIDED ON THE TELEMARKETER REGISTRATION FORM.

INCOMPLETE REGISTRATION FORMS WILL NOT BE PROCESSED. The date of filing will be the date the Regulated Business Section receives a completed application. All questions and sections of the telemarketer registration form must be completed. If a question does not apply to you, so indicate. If there is insufficient room on the form for you to provide a complete answer to the question, staple additional sheets of paper to the form. Clearly note on the top of any additional sheets the number of the question to which the sheet refers.

THE FOLLOWING INFORMATION RELATES TO THE CORRESPONDING QUESTION ON THE TELEMARKETER REGISTRATION FORM:

Question 1. If you will be making telemarketing sales calls with respect to: products or services you offer; products or services someone else offers; or both, you are the “applicant.”

Question 2. “Principal address” means the main address from which you do business and the address at which you wish to receive mail.

Question 5. An agent for the service of process is the individual on whom service of court orders, notice or process may be made pursuant to this Act. This individual may be a member of a corporation, company or sole proprietor.

A COPY OF THE STATUTE AND THE OFFICIAL PUBLISHED VERSION OF THE REGULATIONS ARE INCLUDED IN THIS PACKET

IN ORDER TO EXPEDITE THE ISSUANCE OF YOUR REGISTRATION PLEASE SUBMIT THE FOLLOWING:

1. A check or money order payable to “The Division of Consumer Affairs” for the

registration fee calculated as follows:

One to five telephone numbers in use for telemarketing sales calls..... \$150.00;
Six to 15 telephone numbers in use for telemarketing sales calls \$500.00;
Sixteen and more telephone numbers in use for telemarketing sales calls... \$2,000.

Please note, the application fee is NON-REFUNDABLE.

2. The telemarketer registration form completed in all respects.
3. A copy of the filed Certificate of Incorporation, Registration of Alternate Name (if applicable) or Trade Name.
4. If you are an out of state agency, a copy of the filed Certificate of Authority to do business in the State of New Jersey.